



Mail or Fax to: The City of Auburn Finance Department, 25 W Main Street, Auburn WA 98001
Telephone # 253-931-3038 Fax # 253-876-1900

FINANCE DEPARTMENT
UTILITIES DIVISION
TENANT RELEASE

For Office Use Only

Date Received: _____
Received By: _____
How Received: _____ Counter/Mail/Fax

Current Date: ____/____/____

City of Auburn Utility Acct#: _____

Please add tenant to billing for: _____
Service Address

Tenant Name: _____

Effective date: ____/____/____ (This must be completed or the paperwork will not be processed)

Tenant Billing Address: _____
Tenant Billing Address

Tenant City/State/Zip

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Tenant Phone Number

I understand that the utility bill will remain my responsibility and I agree to pay it if my tenant does not. I also understand that the utility bill will not be sent to the tenant until all accounts for this address are in good standing, with all previous account balances paid. This additional tenant billing is an accommodation to me, but I remain the party with whom the City is contracting for utilities. This accommodation is for my sole benefit and does not create a contractual relationship between the tenant and the City of Auburn.

I also understand that each time there is a change of tenants, I must renew this agreement. I further understand that if neither the tenant nor I pay any unpaid bill on this account that no similar agreement will be allowed by the City of Auburn.

Property Owner Signature

Property Owner Printed Name

Property Owner Mailing Address

Property Owner City/State/Zip

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Property Owner Telephone Number